

BUNKERING POLICY and PROCEDURES

Littlehampton Harbour Board (LHB) recognises that fueling (bunkering) operations have the potential to result in fire or explosion or pollute the waters of the harbour, with resulting damage to the marine environment. To this end, the LHB is committed to working closely with all harbour users to ensure that pollution risks associated with bunkering are mitigated as far as possible, and that any spillages which do occur are dealt-with promptly and effectively. The following guidelines are aimed at minimising the risks associated with bunkering operations in Littlehampton.

Experience world-wide has shown that many bunker spillages can be attributed to human error. Significant bunkering operations in Littlehampton are confined to infrequent bunkering of merchant ships moored alongside the commercial wharves as well as frequent refuelling of smaller vessels using the fueling facilities at Littlehampton Marina or LHB workshops. In all cases, whilst responsibility for safe planning and execution of the bunkering rests with the parties involved, the LHB is acutely aware of its own overarching responsibility for the protection of the waters of the harbour.

The LHB maintains a suitable "ready-to-use" stock of 'Tier-1' absorbents, and all permanent and temporary members of the operations team are aware of this equipment's location and are trained in its use. Response Kits intended for use with very minor spills are permanently carried on the LHB's craft 'ERICA' and 'WINDSONG'.

Merchant Ships

Owners and crews of merchant ships have long been aware of the pollution-potential of bunkering operations, and of the international regulations governing them. Companies supplying fuel to merchant ships also tend to operate in a highly professional manner. However, in modern times, ship's crews are extremely small in number, and spillages can occur when a crew member specifically responsible for supervising the bunkering operation has been distracted by another task. In order to ensure safe, clean operations:

- The LHB will require merchant ship owners and/or charterers to provide the Harbour Master with advance notice of any bunkering operations proposed whilst the vessel is berthed in Littlehampton.
- The LHB will require merchant ship owners and/or charterers to ensure that a BUNKERING CHECK-LIST is completed and signed by representatives from the ship and from the fuel-supplying company before bunkering commences. Ships are encouraged to use the LHB BUNKERING CHECKLIST attached; alternative checklists are acceptable providing that they specify equally rigorous standards.
- LHB staff may choose to observe operations and request a copy of the completed checklist.
- Any spillages during bunkering or other operations must be immediately reported to the Duty Officer immediately via 01903 721215



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Littlehampton Marina

The meters dispensing petrol and diesel on the Marina's dedicated bunkering pontoon are supplied by pump from a 20,000L underground storage tank on the adjacent shore via a fixed, overhead pipe bridge. The fixed supply pipe work on the pipe bridge is connected to the pontoon via articulated "chicksans" which permit the pontoon to rise and fall with the tide without applying stresses to the pipes. The joints in the chicksans lie over the water.

Fuelling is always supervised by a member of the Marina staff.

LHB Workshop Fueling Facilities

LHB operate a fuel pump located on the quayside within the workshop yard. The pump is fed from a 2,000L capacity tank located immediately West of the workshop building in a secure compound. All fueling operations are undertaken by trained LHB Staff. Fuel is only available to registered commercial vessels.

Fuelling by Jerry Can

Fuelling by Jerry Can of smaller vessels on moorings across the harbour is strongly discouraged but is recognized to be the most practical option for smaller vessels (especially those using outboards). If fuel tanks are removable, they should be carried ashore for refilling. Usres should ensure that:

- Funnels or tubing are using to minimize risk of spillage
- Tanks should be closely monitored for overtopping
- A suitable stock of fuel absorbing pads are nearby
- If refuelling on the deck, automatic bilge bumps are disabled so that the spill can be cleaned up before entering the river.
- Follow further guidance issued by the Green Blue [here](#)

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BUNKERING CHECK-LIST

	SHIP	SHORE
Littlehampton Harbour Office informed of intended Bunkering operation.	<input type="checkbox"/>	<input type="checkbox"/>
Vessel securely moored.	<input type="checkbox"/>	
Safe access provided between ship and quayside	<input type="checkbox"/>	
Delivery quantity agreed.	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient capacity in ship's tanks to receive delivery quantity.	<input type="checkbox"/>	
Hose in good condition, and securely connected.	<input type="checkbox"/>	<input type="checkbox"/>
Unused connections blanked; tank-lids closed.	<input type="checkbox"/>	
"Save-alls" in place at bunker-tank vents.	<input type="checkbox"/>	
Deck scuppers plugged.	<input type="checkbox"/>	
'No Smoking', 'No Hot Work', 'No Naked Lights'.	<input type="checkbox"/>	<input type="checkbox"/>
Fire-fighting equipment ready.	<input type="checkbox"/>	<input type="checkbox"/>
Code flag "Bravo" hoisted on ship.	<input type="checkbox"/>	
'Responsible Persons' designated by ship and supplier to supervise Bunkering operation.	<input type="checkbox"/>	<input type="checkbox"/>
Effective watch to be maintained on ship and quayside throughout bunkering operation	<input type="checkbox"/>	<input type="checkbox"/>
Emergency shut-down procedure agreed.	<input type="checkbox"/>	<input type="checkbox"/>

For: SHIP

For: SUPPLIER